

# Memorandum

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TO : DTR

DATE: 25 May 1965

FROM : C/OS/TR

SUBJECT: Biweekly Activities Report #11  
11 - 24 May 1965

## A. SIGNIFICANT ITEMS

Nothing to report.

## B. OTHER ITEMS

Attached are Biweekly Activities Reports from Headquarters Training, Covert Training, and Training Assistance Staff.

## C. PERSONNEL ITEMS

C/OS/TR is attending the Second Coordination Training Conference at the National Interdepartmental Seminar 24-27 May 1965.

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Attachments as stated

DOCUMENTARY  
NO CHANGE IN CLASS. C  
DECLASSIFIED  
CLASS. CHANGED TO: TS S © 212  
NEXT REVIEW DATE:  
AUTH: HR 70-2  
DATE 27-1-82 REVIEWER: 006199

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24 May 1965

MEMORANDUM FOR: Chief, Operations School

SUBJECT : Biweekly Activities Report No. 11  
11 May - 24 May 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

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1. Operations Course No. 66

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No. 66 is in its third and final week at Headquarters. Student enrollment has dropped from sixteen to thirteen because of withdrawal of students from the WH Division. OTR, began auditing the course during its second week. The course is progressing satisfactorily; however, because we were pre-empted from 1A-13 we have had to adjust to existing room space which has been less than satisfactory for the course.

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2. Operations Course No. 3

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No. 3 is in its third and final week. This last week of the course is devoted to field trips. Arrangements have been made to visit; the George C. Marshall Space and Flight Center, the U.S. Army Biological Laboratories, the U.S. Army Chemical Research and Development Center, the National Photographic Intelligence Center, and the SM-1 Nuclear Reactor Power Plant. The course is progressing satisfactorily; however, due to the fact that we were pre-empted from 1A-07 during the second week the course has suffered because of adjustment to inadequate facilities.

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On 21 March we received an informal inquiry from the SR Division about the possibility of putting on a special course for their personnel. Contact has been made with the responsible officers in

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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25X1A the SR Division. Rather than a special course it is believed their purposes would be served by having them included in the regular [REDACTED] Operations Course with some changes in content and method of presentation to accommodate the SR Division.

3. Information Reports Familiarization Tutorials

During the week 17-21 May an IRF Tutorial was given to eight students. One student is receiving a tutorial during the week 24-28 May.

4. Defense Intelligence School

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On 14 May [REDACTED] gave three hours of instruction [REDACTED] to eight attaches enrolled in the Defense Intelligence School. A practical exercise is scheduled to be presented for the attaches on 26 May.

5. Other Activities

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b. Support Services Course Conference

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On 14 and 15 May a conference was held at [REDACTED] to discuss the results of the first Support Services Course and to make plans for improvement in the content and presentation for future courses. The Chief Instructor, [REDACTED] stated that the conference was very successful and the participants were very cooperative. DTR has been given an oral report on the conference and a written report will be submitted separately. As a part of the follow-up to the conference, [REDACTED] was invited by SSA/DDS to attend the weekly meeting of Support Chiefs on 20 May. [REDACTED] was given an opportunity to solicit the cooperation of the Support Chiefs in preparation of materials and in participation in future Support Services Courses.

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c. Support of Covert Training

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Of the four TDY projects originally scheduled for personnel of Headquarters Training (Biweekly AR No. 8, para B 4 a), three have been cancelled. [REDACTED] is still scheduled for the TDY to [REDACTED].

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[REDACTED] TDY to Europe has been cancelled; however, he will go to [REDACTED] in connection with the [REDACTED] Project.

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d. Clandestine Services Name Checks Course

CSNC No. 3 is scheduled to be presented for one week beginning 27 May. In spite of the ostensible requirement in the Clandestine Services which originated the course, enrollment has dropped to only fourteen applicants for this course. This matter has caused us to question the frequency of scheduling of future courses. The original requirement was based on the assumption that sufficient personnel would be supplied by the Clandestine Services to justify nine courses per year with an average enrollment of twenty or more students.

C. OPERATIONS SUPPORT FACULTY

1. Budget and Finance Course No. 55

B&F No. 55 was completed by eight students on 14 May. Chief Instructor reports the course was well received in spite of the low enrollment.

2. Administrative Procedures Course No. 117

Admin Proc No. 117 began on Monday, 17 May, with a total of nineteen students. One student was dropped from the course because of her decision to resign from the Agency.

3. Other Activities

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a. The accounting system for the Educational Aid Fund has been completed and is in the process of being finalized for submission to the Plans and Policy Staff, Office of Finance, for their approval. [REDACTED] is being trained by [REDACTED] in the application of the system, in that, she will be the custodian of the fund.

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b. On 19 May the "Station Procedures Folder" originated by [REDACTED] was sent to the Inspector General in answer to a request forwarded to the Director of Training.

D. ADMINISTRATION

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[REDACTED] was discharged from Georgetown Hospital on 21 May and is at home. So far there is no date on complete mobility.

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[REDACTED]  
Chief, Headquarters Training

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UNITED STATES GOVERNMENT

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TO : Director of Training  
THRU : Chief, Operations School, OTR

DATE: 24 May 1965

FROM : Chief, Training Assistance Staff, Operations School

SUBJECT: Bi-Weekly Activity Report #11  
11 - 24 May 1965

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:1. SORO STUDY ON VIETNAM

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Pursuant to the recommendation of the DDTR, we have ordered copies of "Vietnam: A Survey of Military and Non-Military Activities" for use [REDACTED] and are circulating the copy already available among local OTR elements.

2. CIRCULATION OF "TRANSITION"25X1A  
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In response to the DTR's query regarding circulation of this NIS publication, we report that [REDACTED] regularly furnishes us three copies, of which two are sent to [REDACTED] (in fulfillment of their request) and the other circulated here at headquarters.

3. "LEGAL RESIDENT"

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We have agreed with [REDACTED] on the text of a background statement to be read by instructors prior to the showing of this [REDACTED] film. We will furnish copies to our own Film Branch and to OCR/Graphics.

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4. PAPERS IN PROGRESS

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Ruth has completed the typing of a redraft of the sanitized glossary, "Selected List of Intelligence Terms" and we are submitting it to [REDACTED] CI/TRO, for comment. We have also revised and put on ditto a paper on Reporting adapted from an original by [REDACTED] written some years ago.

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C. ADMINISTRATIVE ITEM:

C/TAS has now been in England for a week, and reports received via her sister and a card to Ed indicate that she is having a royal time, with visits to St. James Palace and a view of the changing of the guard at Buckingham.

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